

Bunts Sangha's
S M Shetty High School & Junior College.

ADMISSION OF SSC BOARD – 2018-2019

Bunts Sangha's S M Shetty High School & Junior College is glad to inform you that the admission procedure for Pre-Primary Section (2018-2019) is available through school Website.

You are requested to note down the information that is given below and follow the instruction accordingly.

The Age criteria for the children to be admitted to the Pre-Primary Section are as follows:

Nursery: Above 3 yrs to 4 yrs (Children born between 01/10/2014 and 30/09/2015)

Jr.Kg : Above 4 yrs to 5 yrs (Children born between 01/10/2013 and 30/09/2014)

Sr.Kg : Above 5 yrs to 6 yrs (Children born between 01/10/2012 and 30/09/2013)

- Admission to **Std SR.KG** depends upon the availability of seats. Number of seats available will be communicated in the month of **March 2018**.
- It is compulsory that registration for admission to be done online through the school website www.smsheettyinstitute.org between **02nd January 2018 to 15th January, 2018** against a payment of **Rs. 500/-** (plus gateway charges) through the payment gateway provided on the school website. Payment can be made either using a credit card, debit card or through net banking option given on the payment gateway.
- **The registration fee Rs. 500 is non-refundable.**
- The online registration form must be filled in as per instructions given on the website. After filling in the online registration form, you need to take a print copy of the same along with the payment acknowledgement receipt on **white legal size paper 75 gsm (good quality)**.
- Parents are requested to submit the print copy of the registration form along with copies of all the requisite documents at the school office between 10:00 am and 12:30 pm on working days from **5th January, 2018 to 20th January, 2018**. The date of interaction and all other details will be given by the school at the time of form submission.

Seema Sabhlok
Principal

- **Admission Process:**

Parents are requested to note that the Pre-Primary Section runs in two shifts and the decision on the allocation of the shifts by the Principal is final binding on all the parents.

School Timings:

First Shift	: 8:00 am to 11:00 am	} PRE-PRIMARY
Second Shift	: 12:00 noon to 3:00 pm	
Std I to V	: 1:00 pm to 6:15 pm	
Std VI to X	: 7:00 am to 12:30 pm	

- **Cousins Will Not be considered as siblings.**
- Admission will be confirmed only after **payment of fees.**
- In case fees are not paid as per the schedule, the admission stands cancelled and the school will be free to allot the seat as per its discretion.
- Registration for Admission, Receiving the Admission form or going through the admission procedure does not guarantee admission. The admission of the child depends on availability of seat.
- School does not take any donation. Do not be deceived by others.
- Applications submitted before or after date and time schedule will not be accepted.

Seema Sabhlok
Principal

- **DOCUMENTS TO BE ATTACHED ALONG WITH THE ADMISSION FORM**

1. Admission Forms (duly filled & signed by parents) along with recent coloured passport size photograph(to be affixed on the form) at the designated place.
2. Photocopy of Birth Certificate In case of certificate in languages other than English, please bring a notarized copy of the certificate translated in English.
3. Original Fitness Certificate from your family doctor stating that the child is medically fit to join school.
4. **Photocopy of Aadhaar Card**
5. In case of sibling applicants, photocopy of the identity card of sibling.

- Incomplete forms will not be accepted.

- **DOCUMENTS TO BE SUBMITTED FOR CONFIRMED ADMISSION**

PRE-PRIMARY (Nursery, Jr.kg, Sr.kg)

1. Original Birth Certificate.(Only the Birth Certificate obtained from the Municipal Corporation or competent authorities is valid and the Birth Certificate issued by Nursing Home/Hospitals will not be valid)
2. Original Birth Certificate: In case of certificate in languages other than English please bring a notarized copy of the certificate translated in English.
3. Parents from Reserved Category, who want the caste to be entered in the school register should submit the attested true copy of Caste Certificate in the name of the students and issued by concerned Municipal Authorities along with the admission form.

- **Note:**

1. Original birth certificates will remain in the school as a permanent record.
2. Original birth certificates will be returned only if the child leaves the School before taking admissions in Std I.

The Management reserves the right to make any changes in the process and norms of admission.

**Seema Sabhlok
Principal**